

Budget Guidelines for Developing The FY 2016 Budget

General

- The college's budget has five components:
 1. A balanced budget for the whole college
 2. Budget for the operations of Fisheries and Maritime Institute(FMI)
 3. Budget for the Auxiliary Enterprises of the college.
 4. Budget for the Board of Regents
 5. Supplemental Educational Grants
- The 2016 budget process will follow the COM-FSM Budget Procedure Handbook on the college website.
- The 2016 budget will align with lines of authority through departments and campuses.
- The 2016 budget will address priority issues from the college's Educational Master Plan and its individual components (instructional, long term financial, facilities, human resources and technology).
- The 2016 budget will ensure adequate funding to support the college's accreditation Self Study Report.
- The 2016 budget aligns to support strategic goals/broad educational purposes and objectives linked to SLOs to ensure continuous improvement of the college.
- The 2016 budget will be developed with broader participation by all college's stakeholders.

Budget Process

- Timelines for developing the 2016 budget will follow the **timeline established under the Budget Procedures Handbook**.
- The VPAS and the Comptroller will lead the development of the 2016 budget.
- Using assessment results and priorities from the Educational Master Plan to develop the 2016 goals, objectives, strategies, and action steps.
- The 2016 budget will be developed using the Budget Preparation System (BPS) of the FSM National Government. VPAS along with trained staff on the use of BPS system will compile the budget.
- The respective office directors/division heads will develop the budget by preparing the budget worksheets to be provided by the VPAS.
- **Vice – presidents are responsible in conducting budget hearings with their respective offices to ensure the accuracy of the proposed budgets** and its linkage with the objectives of performance items.
- The vice – presidents will be responsible in balancing the budget and communicate the recommended budget to the respective offices.
- The balanced budget will be presented to Finance Committee, Cabinet for review, discussions, adjustments and recommendation.
- The President will transmit the budget to the board for action December 2015 board meeting.
- Upon approval by the board, the President will transmit the budget to FSM National Government on or before January 2015.

Revenue Projections

- The instructional department and campuses will recommend the number of projected enrollment.
- IRPO Office will provide relevant data for the revenue projections.
- **The FTE of 12/12/5.5 will be used in the revenue projection.**
- **The college will raise tuition fee by \$10 per credit, from \$125 to \$135 effective Fall 2015 and capture the same level of enrollment despite the tuition increase.**
- The college will consider fund from the indirect cost for the revenue projection.
- **The college will consider the \$2.8 million support from FSM National Government's general fund and \$1.0 million dollars from the sector grant to a total of \$3.8 million dollars.**
- **The college will consider an increase of the Facilities fee from \$175 to \$200 for the revenue projections**

Resource Allocation

- **The allocation of resources will be determined based on the existing structure and assessment and review of programs and services.**
- **Any increase of resource allocation from FY 2015 budget must be justified in details.**
- Any new positions must be approved as per college procedures for creating new positions.
- Positions that have not been filled – up for 2 years and more must be reviewed carefully.
- The allocations will be determined by ensuring all fixed costs are being addressed followed by individual program priorities.

FSM – FMI

The budget for FMI will be based on the 2015 Budget level with 5 percent increase to accommodate employees fringe benefits.

IDP

The Space Utilization and Facilities Master Plan will be used to determine the 2016 budget for all IDP projects system wide.

BOR BUDGET

The BOR Budget will be transmitted to FSM National Government along with the Operations Budget.

SEG and Assistance to FSM Students

SEG budget will be developed by Office of Financial Aid and Division of Education with assistance from VPAS Office. The SEG budget will be transmitted to FSM National Government together with the Operations Budget.